



# CINCINNATI SMALL BUSINESS LOAN FUNDS



Micro City Fund    Grow Cincinnati Fund

## I. GENERAL INFORMATION

Name of Business : \_\_\_\_\_

Type of Business: \_\_\_\_\_

Federal Tax I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Business Established: \_\_\_\_\_ How Long Owned: \_\_\_\_\_

## II. OWNERSHIP & MANAGEMENT STRUCTURE

Business Organizational Structure:

Sole Proprietorship \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_

LLC \_\_\_\_\_ Limited Partnership \_\_\_\_\_

*List all proprietors, partners, and/or stockholders with at least 20% ownership in the business:*

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Percent Ownership \_\_\_\_\_ Phone Number \_\_\_\_\_

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Percent Ownership \_\_\_\_\_ Phone Number \_\_\_\_\_

## III. BANKING RELATIONSHIP DATA

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Account Type(s): \_\_\_\_\_

Contact Info: \_\_\_\_\_

**IV. PROJECT BUDGET & FINANCIAL INFORMATION****Scope of Project:****Estimated Project Cost**

( ) Real Property Acquisition	\$ _____
( ) Building Renovation	\$ _____
( ) Infrastructure Improvements	\$ _____
( ) Leasehold Improvements	\$ _____
( ) Purchase of Machinery/Equipment	\$ _____
( ) Working Capital	\$ _____
( ) Inventory	\$ _____
( ) Other - Please Specify _____	\$ _____

**TOTAL PROJECT COST****\$** \_\_\_\_\_

Have any cost estimates for this project been obtained? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, for what, and when were they obtained? \_\_\_\_\_

**V. SOURCE(S) OF PROJECT FUNDS**

Owner Equity:	\$ _____	% of Total Project _____
Bank Loan:	\$ _____	% of Total Project _____
City Loan:	\$ _____	% of Total Project _____
Private Financing:	\$ _____	% of Total Project _____
Other _____	\$ _____	% of Total Project _____
<b>TOTAL PROJECT:</b>	<b>\$ _____</b>	

Please attach detailed information related to other sources of financing.

## VI. COLLATERAL INFORMATION – BUSINESS &amp; PERSONAL

Type	Existing Lien? (Secured/Unsecured)	Estimated Fair Market Value
( ) Real Estate / Business	\$ _____	\$ _____
( ) Real Estate / Personal	\$ _____	\$ _____
( ) Equipment / Fixtures	\$ _____	\$ _____
( ) A/R and Inventory	\$ _____	\$ _____
( ) Personal Property	\$ _____	\$ _____
( ) Vehicles / Automobiles	\$ _____	\$ _____
( ) Other (Specify)	\$ _____	\$ _____

Status of the Property Currently Occupied by the Business:

Owned \_\_\_\_\_ Leased \_\_\_\_\_ Leased w/option to buy \_\_\_\_\_

Lease Price and Terms \_\_\_\_\_

If owned, is there an outstanding mortgage? Yes \_\_\_\_\_ No \_\_\_\_\_

If there is/are mortgage(s), provide the following information pertaining to the mortgage and any other liens:

	Amount	Length of Financing Term	Interest Rate Fix/Adj
1st Mortgage	\$ _____		
2nd Mortgage	\$ _____		
3rd Mortgage	\$ _____		

**VII. DOCUMENTATION REQUIREMENTS:**

In order to move forward with your loan application, we will need the following information:

- 1) Brief History and Description of the business, including market and projected business future.  
(Please be prepared to provide details on any co-owned or affiliate businesses.)
- 2) Detailed Description of Project and anticipated benefit from loan.
- 3) Personal Financial Statements and Three (3) Years Personal Income Tax returns from each owner of 20% or more of the company.
- 4) Management Resume(s) of all owners and key staff.
- 5) Historical Business Financial Statements (or tax returns) for the past three years.
- 6) Current Business Financial Statement (less than ninety (90) days old.
- 7) Income Projections with explanations.
- 8) Existing Debt / Loan Schedule (see attached form)
- 9) Credit Report Authorization form
- 10) Income Verification Form for all current employees

**VIII. INELIGIBLE PERSON(S):**

Per City of Cincinnati Ordinance No. 366-1996, any person or affiliate who is on the City of Cincinnati's Financial Obligation Ineligibility List due to being delinquent in the payment of any financial obligation to the City and/or any of its Departments, Boards, or Commissions, shall not be eligible for any City award.

The applicant or affiliate hereby certifies that the applicant or affiliate is not delinquent in the payment of any financial obligation to the City and/or any of its Departments, Boards, or Commissions.

I, the undersigned making application, certify that all information contained in the application is true and accurate.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Cincinnati Small Business Loan Fund staff are available to answer any questions you may have regarding the program or the application process. Please call Sam J. Stephens at (513) 352-6251.

**For Official Use Only: City of Cincinnati CDBG Eligibility Review**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Empowerment Zone Y N	Job Creation Y N	Job Retention Y N
Low-to-Moderate Area Benefit Y N	Slum/Blight Y N	Census Tract _____

## Existing Debt Schedule Form:

Creditor	Original Balance	Original Date	Present Balance	Interest Rate	Monthly Payment	Collateral Security
<i>EXAMPLE: ABC Bank</i>	<i>\$25,000</i>	<i>May 2001</i>	<i>\$18,000</i>	<i>7.5%</i>	<i>\$850</i>	<i>Business assets</i>
<b>TOTAL</b>						

## Credit Release Authorization

I / we hereby request and authorize you to release to the City of Cincinnati, the Grow America Fund, Inc. and/or the National Development Council for verification purposes, personal and corporate credit reports, and information concerning the company/corporation/partnership and/or the officers and individuals listed below. That information may include but is not limited to:

- Employment history dates, title, income, hours worked, etc.
- Banking (checking & savings) accounts of record.
- Mortgage loan rating (opening date, high credit, payment amount, loan balance, and payment)
- Any information deemed necessary in connection with a consumer credit report for my program application.

**This information is for the confidential use of the City of Cincinnati and/or the Grow America Fund, Inc. in compiling a credit report.**

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature (s) of the undersigned), may be deemed to be the equivalent of the original and may be used as a duplicate original.

The City of Cincinnati and/or the Grow America Fund, Inc. may impose a charge for each personal and business credit report ordered.

*(Please print or type.)*

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**Name of Business:** \_\_\_\_\_

**Telephone:** (    ) \_\_\_\_\_

**Date:** \_\_\_\_\_

Name of Officer/Owner: \_\_\_\_\_

Address for last two years: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Signature \_\_\_\_\_

Name of Officer/Owner: \_\_\_\_\_

Address for last two years: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Signature \_\_\_\_\_

## Applicant Employment Eligibility Data

**I. GENERAL INFORMATION**

Name of Business : \_\_\_\_\_

Type of Business: \_\_\_\_\_

Federal Tax I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**II. EMPLOYMENT & JOB CREATION INFORMATION***Number of Current Employees:*

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Seasonal \_\_\_\_\_

*Number of Employees Projected in Three Years:*

Full Time : \_\_\_\_\_ Part Time: \_\_\_\_\_ Seasonal: \_\_\_\_\_

*Please indicate position type(s):*

Management \_\_\_\_\_ Administrative: \_\_\_\_\_ Support: \_\_\_\_\_

Skilled \_\_\_\_\_ Unskilled \_\_\_\_\_ Other: \_\_\_\_\_

Total Number of New Jobs Created with Loan Proceeds: \_\_\_\_\_

Total Number of Jobs \_\_\_\_\_

**III. BORROWER CERTIFICATION STATEMENT & SIGN-OFF****AT APPLICATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

**AT CLOSING:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_